

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
INDIAN HEALTH SERVICE**

Refer to: DPM

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 2004-01

**PERSONAL PROPERTY
RECEIVING PROCEDURES**

Sec.

1. Purpose
 2. Authority
 3. Policy
 4. Responsibilities
 5. Procedures
 6. Supersedure
 7. Effective Date
- Exhibit

1. **PURPOSE.** The purpose of this policy is to establish and provide guidance on receiving report procedures for the Albuquerque Area Indian Health Service (AAIHS).
2. **AUTHORITY.** Indian Health Manual (IHS), Part 5, Chapter 12, "Personal Property Management", Department of Health and Human Services Logistics Management Manual, Subchapter E, Part 103-27, Inventory Management, Subpart 103-27.50, Accountability and Property Records.
3. **POLICY.** It shall be the policy that all property/equipment/supplies acquired by AAIHS activity, whether acquired by purchase (purchase order, contract, credit card, etc.), transfer, or donation for immediate use or for stock shall be receipted for by a designated individual to receive property for the activity. In accordance with the IHS Manual, Part 5, Chapter 12, "Personal Property Management", the following procedures are established and will be followed by all AAIHS Property Management activities.
 - (1) All property received shall be receipted for by the designated receiving agent or their alternate for that specific location.
 - (2) All receipts for property shall be documented and signed for by the designated receiving agent or their alternate at the time of receipt. The receiving report for all property is entered into the Automated Resource Management System (ARMS) with a copy automatically defaulted (printed) for processing to Area Office Accounting Services and the Area Property Management.

Distribution: Albuquerque Area Indian Health Service Manual Holders
Date: February 19, 2004

- (3) An individual designated as a Receiving Agent **SHALL NOT BE ASSIGNED PURCHASING AUTHORITY**. These two functions shall be designated to different employees. This separation of duties also applies to individual designated as alternate.
4. **RESPONSIBILITIES.** It shall be the responsibilities of the Chief Executive Officer at the service units and Division Directors, Area Office to recommend in writing a principal and alternate receiving agent for their facility or department to the Area Property Management Officer (PMO). The Area PMO will provide in writing a designation letter with a certification of acknowledgement to the receiving agent to review and sign. The principal and alternate receiving agent shall return the original designation letter to the Area PMO to be maintained for their record. The Area PMO will provide a copy of the designation letter to the Division of Accounting Services and Division of Contracts and Grants.
5. **PROCEDURES.**
 - A. Receiving
 1. The designated and alternate receiving agent shall be the only individual authorized to receipt for government property.
 2. Each service unit and Area office will designate a receiving agent and alternate. Designation letters shall be in accordance with Exhibit 1. A copy of the designation shall be provided to the Area PMO. Property Management will provide a copy to the Division of Accounting Services and the Division of Contracts and Grants. The designated Receiving Agent or their alternate will be responsible for the proper receipting of property/equipment/supplies for their specific activity.
 3. When a vendor delivers after hours any individual may receipt and sign for the order, but they must immediately ensure that the receipt is given to the receiving agent or alternate the next day.
 4. The receiving agent or alternate will ensure that receiving reports are properly completed.

B. Inspection

- 1) Upon receipt of an order, the receiving agent or alternate should perform the following:
 - a. Verify total number of cartons received vs. total number shipped on freight bill(s). If quantities do not agree, annotate the Freight Bill accordingly, as to total quantity over or short.
 - b. Check all cartons received for apparent physical damages. If apparent physical damage exists, annotate the freight bill/invoice as to the quantity of cartons damaged. The receiving agent and the carrier should sign the freight bill/delivery receipt.
 - c. If the shipment is from a Government Agency (VA, GSA, Gallup Regional Warehouse, etc.), the procedures outlined in their catalogs should be followed on overages, shortages and damages.
 - d. If the shipment is from other than a Government source, the vendor is to be contacted within 24 hours for replacement of shortages or damaged items, or for return of overages.
 - e. Orders shipped via mail are handled in the same basic manner as orders received via Freight motor in resolving overages, shortages and damages.
 - f. A check for concealed damage is to be made as cartons are opened. If there is concealed damage; notify the carrier/vendor immediately by telephone and request inspection of the material. It is important that the material not be moved prior to inspection and the packaging material be retained for the carriers/vendors review. The carrier/vendor should provide you a copy of the inspection report. Reporting of concealed damages are the same as outlined in B.1. (c), (d), above.
 - g. Any discrepancies should be rectified by supply personnel prior to acceptance and/or delivery to requesting department.

C. Acceptance

1. Receiving agent or alternate **shall personally** inspect each shipment against the purchase order or contract, to ensure that the shipment conforms to all specification and requirements of the purchase order or contract. This is to include the quantity, quality, and condition.
2. Upon receipt for personal property or supplies, the receiving agent or alternate is responsible for notifying the ordering department that their shipment has arrived and is ready for deliver, **within 24 hours after they are received.** The receiving agent or alternate shall obtain the signature of the individual receipting for the item and maintain it in the file. The receiving agent will then process the receiving report through ARMS.

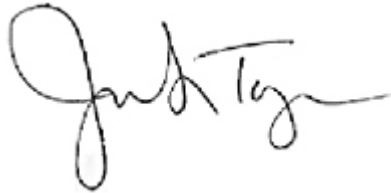
D. Identification

1. After inspection and acceptance of personal property, each facility will ensure that a Government identification label or a bar-code decal will be affixed to the property. This information shall be annotated on the receiving report and forwarded to the Area PMO for necessary action. If there is a question as to whether or not a decal should be applied to an item of equipment, the Property Custodial Officer for that facility shall be contacted.

E. Receiving Report

1. The **receiving report must be properly completed through ARMS by the receiving agent or alternate within 24 hours** after receipt of supplies, equipment, and services.
2. When the receiving report is completed through ARMS, a copy is automatically defaulted (printed) from ARMS to the Area Accounting Services and Area Property Management for processing.
3. The receiving report should identify the status of the order (complete or partial).
4. In order to more effectively maintain an accurate inventory record of government equipment received, the following information, as a minimum, will be annotated on each receiving report for government property (Object Class Code 31.00).

- a. Serial Number
 - b. Bar code
 - c. Model Number
 - d. Manufacturer
 - e. Project/Department Code.
 6. Upon receipt of the receiving report from ARMS, the Area PMO will enter the property on the accountable records as an addition to the inventory of the accountable custodial location.
 7. The Division of Property Management should retain copies of receiving report for their files.
6. SUPERSEDURE None
7. EFFECTIVE DATE. This circular is effective upon date of signature and shall remain in effect until canceled or superseded.

A handwritten signature in black ink, appearing to read "James L. Toya". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

James L. Toya, M.P.H.
Director
Albuquerque Area Indian Health Service

SAMPLE

Circular 2004-01
Exhibit 1
Page 1 of 2

Date: February 19, 2004

From: Property Management Officer
Albuquerque Area Office

Subject: Designation as Receiving Agent

To: Mr. John Brown, General Service Officer
Acoma-Canoncito-Laguna Service Unit, AAIHS

Pursuant to Indian Health Manual, Part 5, Chapter 12, Personal Property Management, 5-12.10 (b) Receiving, you are hereby designated as the Principal Receiving Agent for the Acoma-Canoncito-Laguna Service Unit (ACL).

You shall be responsible for receipting for all incoming property/services for the ACL Service Unit, except Real Property and shall be the individual responsible for signing and dating of all receipt documents, at the point of use, as required for the Service Unit.

This designation will include, but not limited to the following duties:

- a. Maintain a file on all purchase orders.
- b. Receipts for supplies, equipment and services, whether acquired by purchase (purchase order, contract, etc.), transfer or donation.
- c. Insure that all receipts and goods for the AAO/Service Unit are delivered to the ordering activity within 24 hours after they are received.
- d. The **receiving report must be properly completed through ARMS by the receiving agent or alternate within 24 hours** after receipt of supplies, equipment and services.

Attached is a certification of acknowledgement for your signature. Please complete the form and return the original to Area Property Management Office. This designation is effective upon date of signature and shall remain in effect until rescinded or amended by proper authority.

Martha Aragon

- a. Responsible for the proper receiving of equipment and supplies for their specific activity.
- b. All receipts for property shall be documented and signed for by the designated receiving agent or their alternate at the time of receipt.
- c. Maintain files on all purchase orders.
- d. Insure that all receipts and goods for the ACL Service Unit are delivered to the ordering activity within 24 hours after they are received.
- e. The **receiving report must be properly completed through ARMS by the receiving agent or alternate within 24 hours** after receipt of supplies, equipment and services

RECEIVING AGENT

Alternate () _____
Program

Print Name

Signature

Date

